

# Amber Painter

Current address:  
Apt. X14, 800 N. Smith Rd.  
Bloomington, IN 47408

Permanent address:  
2859 Rockne Drive  
South Bend, IN 46615

Phone: 574-386-7215 · Email: [ambpaint@umail.iu.edu](mailto:ambpaint@umail.iu.edu)

## PROFILE

- Excellent organizer with solid planning, analytical, and problem-solving skills.
- Exceptional communication and negotiation skills.
- Possess strong work ethic.
- Self-starter who can work independently and meet goals while handling multiple priorities and deadlines.
- Quick learner who can rapidly master all aspects of job with limited training.
- Computer proficient in Windows and Office.

## EDUCATION

Master of Library Science, Indiana University Bloomington, expected May 2011.

Bachelor of Arts in Studio art, Saint Mary's College, May 2007.

Minor: Political Science

## WORK EXPERIENCE

### 2002-present

University of Notre Dame Hesburgh Library

Library Associate Stacks management, 03/08-12/08

- Undertook a variety of activities dealing with stacks management including shelving, shelf-checking, flagging damaged materials and taking measurements for growth projections.
- Worked along with a 5 person team to shift the main collection, spanning 13 floors, as well as incorporating the life science library into the main collection.

Saint Marys College Cushwa-Leighton Library

Library Associate Circulation, 01/04-05/06

- Undertook a variety of activities within the Library to include dealing with reserved books, shelving and shelf-checking, recording lost property and dealing with routine photocopier problems. Perform minor office duties.
- Give instructional guidance to patrons, including use of index tools and electronic catalog; answer reference questions
- Maintained positive working relationship with teachers and students.
- Cover the circulation desk

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## **WORK EXPERIENCE (Continued)**

### **2002-present**

#### University of Notre Dame Archives

Student Assistant, 06/05-02/06

- Create digital copies of analogue prints and negatives.
- Assist patrons with the operation of microfilm readers.
- Shelf and retrieve items from the photography archive per patrons' requests.
- Create notations for photographic materials in the C.S.C. of Holy Cross collection.
- Perform minor office duties, including answering phones and sending faxes.

#### University of Notre Dame Hesburgh Library

Library Associate Preservations and Labeling, 05/03-06/04

- Create call number labels to preservation standards.
- Security stamp and strip new acquisitions.
- Complete minor repairs to damaged materials in the collection.

#### University of Notre Dame Hesburgh Library

Library Associate Cataloging, 06/02-05/03

- Under the supervision of the Head of Cataloging I would compare the hard copy shelf-list with the digital record as part of the final phase of the transition to a digital catalog.
- Using FastCat II I completed the final phase of entering new acquisitions into the collection.